

# Formal Access Application

## About this form

You may use this form to apply to Council for formal access to government information under the Government Information (Public Access) Act 2009.

## How to complete this form

- 1: Ensure that all fields have been filled out correctly.
- 2: Please note that fields on this form marked with an \* are mandatory and must be completed before submitting the application.
- 3: Once completed, please refer to the lodgement details section for further information.

### Part 1: Applicant Details

Title *	Given Name/s *	Family Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Postal Address*		
<input type="text"/>		
Home Number	Mobile Number	Business Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address	Fax Number	
<input type="text"/>	<input type="text"/>	
<input type="checkbox"/> I agree to receive correspondence to the above email address		

### Part 2: Proof of Identity

Only required when an applicant is requesting information on their own behalf.

When seeking access to personal information, an applicant must provide proof of identity in the form of a certified copy of any one of the following documents:

- |  |                          |
|--|--------------------------|
| Australian driver's licence (with photograph, signature and current address) | <input type="checkbox"/> |
| Current Australian passport  | <input type="checkbox"/> |
| Other proof of signature and current address details                         | <input type="checkbox"/> |

### Part 3: Government Information

Please describe the information you seek. Note: If you do not give enough details about the information, we may not be able to process your application. You should also advise if the information is your personal information.

### Part 4: Form of Access

Please indicate how you wish to access the information.

- Inspect the document(s)  A copy of the document(s)  Access in another way (specify below)

Please specify how you would like to access the information.

## Part 5: Disclosure Log

If the information sought is released to you and would be of interest to other members of the public, the following details may be recorded in the Lachlan Shire Council's 'disclosure log' which is published on our website:

- a) the date on which your application was decided.      b) a brief description of the information that was released.  
c) how that information can be accessed by members of the public.

Please indicate if you object to this     Yes     No

If yes, please provide further information in this space:

## Part 6: Fees and Discounted Processing Charges

Please attach the standard application fee of:      \$30.00

Please indicate how you are paying by circling one of these options:      cash / cheque

NOTE: Please do NOT send cash by post.

If you are given access to the information sought, you may be entitled to a 50% reduction in processing charges.

If you want to apply for a discount, please indicate the reason.

Financial hardship - please attach supporting documentation (eg: a pension card)

AND / OR

Special benefit to the public

If a special benefit to the public, please specify why below

## Part 7: Applicant Declaration

Applicant Name

Applicant Signature \*

Date

## Part 8: Privacy & Personal Information Protection Notice

### Purpose of Collection:

For formal applications under the Government Information (Public Access) Act 2009.

### Intended recipients:

Council staff and public access under Schedule 1 of the Government Information (Public Access) Regulation 2009.

### Supply:

A Formal Access application is voluntary however a completed application is required for delivery and management of GIPA Applications.

### Access/Correction:

Contact the Lachlan Shire Council Customer Service Team to access or correct this information.

## Part 9: Lodgement Details

You can lodge the completed application by:

**FAX:** (02) 6895 1900

**MAIL:** Lachlan Shire Council, PO Box 216, CONDOBOLIN NSW 2877

**EMAIL:** council@lachlan.nsw.gov.au

**IN PERSON:    Condobolin:** 58 - 64 Molong Street,

Monday - Friday 8:30am-4:30pm

**Lake Cargelligo:** 35a Forster Street,

Monday, Wednesday, Friday 8:30am-4:30pm

**WHAT NOW:** For further information regarding your application please contact us by:

**TELEPHONE:** (02) 6895 1900

or visit our **WEBSITE:** [www.lachlan.nsw.gov.au](http://www.lachlan.nsw.gov.au)

## Office Use Only

Receiving Officer

Date Application Received

Receipt number

## Further Information

General information about the GIPA Act is available by calling the Office of the Information Commissioner on freecall 1800 INFOCOM (1800 463 626) or at its website: [www.oic.nsw.gov.au](http://www.oic.nsw.gov.au)